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IMPROVED ORGANIZATION OF WORK AND EFFECTIVE USE OF CONFERENCE RESOURCES

EXISTING CONFERENCE RESOURCES, SERVICES AND FACILITIES WITHIN THE UNITED NATIONS SYSTEM

Report of the Secretary-General

During consideration of the agenda item entitled "Pattern of conferences" in the Fifth Committee at the forty-sixth session of the General Assembly, it was suggested that information should be made available on existing conference services, resources and facilities system-wide, which could lead to a more effective organization of work and use of conference services. The information on facilities and staffing levels contained in the annex to the present report was prepared in response to that suggestion. It was drawn from the replies received from the secretariats at headquarters locations, including the regional commissions, and the secretariats of the specialized agencies of the United Nations.

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I. HEADQUARTERS, NEW YORK

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
General Assembly Hall		6 languages
Representatives at table	600 a/	
Advisers	600	
Observers at side	23	
Alternates at side	23	
Secretariat	29	
Special observers	80	
Total	1 355	
Security Council Chamber		6 languages
Representatives at table	21	
Advisers	84	
Observers	229	
Secretariat	33	
Total	367	
Security Council Consultation Room		6 languages
Representatives at table	17	
Advisers	57	
Total	74	
Trusteeship Council Chamber		6 languages
Representatives at table	200	
Advisers	200	
Observers	16	
Advisers	73	
Podium	7	
Advisers at podium	14	
Secretariat	12	
Total	522	

a/ The number of seats indicated provides for 200 delegations, as each delegation is assigned three seats at table and three seats for advisers.

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Economic and Social Council Chamber			6 languages
Representatives at table		54	
Advisers		108	
Podium		7	
Advisers at podium		14	
Specialized agencies		14	
Specialized agencies' advisers		14	
Observers		28	
Observers' advisers		12	
NGOs at table		16	
NGOs advisers		28	
Secretariat		16	
	Total	311	
Room 1			6 languages
Representatives at table		200	
Advisers		200	
Observers		16	
Advisers		49	
Podium		7	
Advisers at podium		14	
Secretariat		12	
	Total	498	
Room 2			6 languages
Representatives at table		200	
Advisers		200	
Observers		16	
Advisers		48	
Podium		7	
Advisers at podium		14	
Secretariat		12	
	Total	497	

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Room 3			6 languages
Representatives at table		200	
Advisers		200	
Observers		16	
Advisers		49	
Podium		7	
Advisers at podium		14	
Secretariat		12	
	Total	498	
Room 4			6 languages
Representatives at table		200	
Advisers		200	
Observers		190	
Podium		7	
Advisers at podium		14	
Secretariat		12	
	Total	623	
Room 5/6			6 languages
Representatives at table		130	
Advisers		99	
Secretariat		24	
	Total	253	
Room 5			6 languages
Representatives at table		53	
Advisers		51	
Secretariat		12	
	Total	116	
Room 6			6 languages
Representatives at table		53	
Advisers		48	
Secretariat		12	
	Total	113	

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Room 7			6 languages
Representatives at table		35	
Advisers		46	
Secretariat		6	
	Total	87	
Room 8			6 languages
Representatives at table		33	
Advisers		56	
Secretariat		8	
	Total	97	
Room 9			4 languages
Representatives at table		24	
Advisers/observers		27	
	Total	51	
Room 10			6 languages
Representatives at table		33	
Advisers		6	
	Total	39	
Conference Rooms A, B, C, D (each)			None
Representatives at table		27	
Advisers		34	
Secretariat		6	
	Total	67	
Conference Room E			None
Representatives at table		24	
Advisers		16	
Secretariat		2	
	Total	42	

Total: 15 rooms (5,128 seats) with simultaneous interpretation and
5 rooms (310 seats) without simultaneous interpretation

B. Number of permanent conference-servicing staff by category

I. Office of Conference Services

	Posts
Office of the Director	
Professional and above	2
General Service	1
Central Planning and Coordination	
Professional and above	2
General Service	1
Documents Control	
Professional	3
General Service	17
Technological Innovations Programme	
Professional	3
General Service	3

II. Interpretation, Meetings and Documentation Division

Office of the Director	
Professional and above	1
General Service	2
Planning and Meetings Servicing Section	
Professional	7
General Service	13
Interpretation Service*	
Professional (Chief of Service and training officer)	2
Chiefs of Section	6
General Service	3
Arabic Interpreters	21
Chinese Interpreters	19

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* Three P-2 posts (English, French and Spanish) in the established staffing table have been identified for possible redeployment.

	Posts
English Interpreters	19
French Interpreters	19
Russian Interpreters	15
Spanish Interpreters	19
Verbatim Reporting Section	
Chief of Section	1
Arabic Verbatim Reporters	10
Chinese Verbatim Reporters	10
English Verbatim Reporters	8
French Verbatim Reporters	8
Russian Verbatim Reporters	8
Spanish Verbatim Reporters	8
General Service	5
Journal Unit	
Professional	1
General Service	2
Text Processing Section	
Office of the Chief	
Professional	1
General Service	3
Supervisors	7
Arabic text processors	49
Chinese text processors	49
English text processors	37
French text processors	46
Russian text processors	45
Spanish text processors	45
Correspondence Unit	7
Copy Preparation and Proofreading Unit	
Professional	26
General Service	7
Reproduction Section	
Professional	2*
General Service	14
Trades and Craft staff	100

* One P-5 post has been identified for possible redeployment.

	Posts
Distribution Section	
Professional	3
General Service	99

III. Translation and Editorial Division

Office of the Director	
Professional and above	1
General Service	2
Editorial Service	
Chief of Service	1
General Service	1
Official Records Editing Section	
Chief of Section	1
Arabic Editors	7
Chinese Editors	6
English Editors	7
French Editors	7
Russian Editors	6
Spanish Editors	7
General Service	22
Editorial Control Unit	
Professional	4
Translation Services*	
Arabic Service	
Chief	1
Revisers/Translators	62
General Service	7

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* Eighteen posts (4 (Arabic), 3 (Chinese), 5 (French), 3 (Russian), 3 (Spanish)) in the established staffing table have been identified for possible redeployment.

	Posts
Chinese Service	
Chief	1
Revisers/Translators	65
General Service	4
English Service	
Chief	1
Revisers/Translators	23
General Service	3
French Service	
Chief	1
Revisers/Translators	53
General Service	4
Russian Service	
Chief	1
Revisers/Translators	49
General Service	4
Spanish Service	
Chief	1
Revisers/Translators	48
General Service	4
Documentation Reference and Terminology Section	
Chief	1
Professional (others)	2
Terminologists	6
General Service	31
Contractual Translation Unit	
Professional	1
General Service	3
Extrabudgetary - German Section	
Chief	1
Revisers/Translators	5
General Service	5
Total conference-servicing staff	1 238

II. UNITED NATIONS OFFICE AT GENEVA

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Old Palais		
Assembly Hall		8 booths
Plan 1		
Representatives at table	480	
Advisers	480	
	960	
Plan 2		
Representatives at table	560	
Advisers	560	
	1 120	
Room XVI		8 booths
Representatives at table	200	
Observers	32	
	232	
Room XII		7 booths
Representatives at table	136	
Advisers	136	
Observers	38	
	310	
Room VII		7 booths
Representatives at table	144	
Observers	60	
	204	
Room XI		5 booths
Representatives at table	108	
Advisers	67	
	175	
Room V		7 booths
Representatives at table	108	
Advisers	64	
Observers	16	
	188	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room III		5 booths
Representatives at table	90	
Advisers	66	
Observers	16	
	172	
Room IX		5 booths
Representatives at table	72	
Advisers	42	
	114	
Room VIII		5 booths
Representatives at table	72	
Advisers	42	
	114	
Room H-3		None
Representatives at table	56	
Advisers	10	
	66	
Room C-3		None
Representatives at table	56	
Advisers	16	
	72	
Council Chamber		7 booths
Representatives at table	52	
Advisers	52	
	104	
Room X		None
Representatives at table	26	
Advisers	30	
	56	
Room F-3		None
Representatives at table	25	
Advisers	23	
	48	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
New wing		
Room XVII		7 booths
Representatives at table	258	
Advisers	258	
Observers	16	
	532	
Room XVIII		7 booths
Representatives at table	258	
Advisers	258	
Observers	16	
	532	
Room XX		7 booths
Representatives at table	234	
Advisers	468	
Observers	52	
	754	
Room XIX		7 booths
Representatives at table	228	
Advisers	456	
Observers	48	
	732	
Room XXI		7 booths
Representatives at table	144	
Advisers	144	
Observers	16	
	304	
Room XXVI		7 booths
Representatives at table	144	
Advisers	144	
Observers	16	
	304	
Room XXIII		5 booths
Representatives at table	96	
Advisers	96	
Observers	16	
	208	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room XXIV		5 booths
Representatives at table	96	
Advisers	96	
Observers	16	
	208	
Room XXII		5 booths
Plan 1		
Representatives at table	104	
Room XXV		5 booths
Representatives at table	104	
Room XXVII		5 booths
Representatives at table	64	
Advisers	26	
	90	

Total: 21 rooms (6,445-6,605 seats) with simultaneous interpretation and 4 rooms (242 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

	Posts
Executive Direction and Management	
Professional and above	4
General Service	2
LANGUAGE SERVICE	
Office of the Chief	
Professional and above	1
General Service	6
Arabic Section	
Chief	1
General Service	1
Revisers/Translators	24
Chinese Section	
Chief	1
General Service	1
Revisers/Translators	24
English Section	
Chief	1
General Service	1
Revisers/Translators	15
French Section	
Chief	1
General Service	1
Revisers/Translators	33
Russian Section	
Chief	1
General Service	1
Revisers/Translators	39
Spanish Section	
Chief	1
General Service	1
Revisers/Translators	18

	Posts
Contractual Translation Unit	
Professional	1
General Service	2
Terminology and Technical Documentation Section	
Chief	1
General Service	3
Terminologists	5
Official Records Editing Section	
Chief	1
General Service	6
Editors	15
Stenographic and Typing Section	
Chief	1
General Service (Principal level - administration)	2
General Service (administration)	1
Supervisors (General Service Principal level)	6
Arabic typists	19
Chinese typists	14
English typists	35
French typists	51
Russian typists	34
Spanish typists	24
Reference Unit	
Chief	1
General Service	20
CONFERENCE SERVICE	
Office of the Chief	
Professional and above	1
General Service	2
Meetings Coordination and Servicing Section	
Chief	1
Professional	1
General Service	21
Editorial and Documents Control Section	
Chief	1
Professional	1
General Service	14

	Posts
INTERPRETATION SERVICE	
Professional and above (Chief)	1
General Service	2
Arabic Interpreters	18
Chinese Interpreters	12
English Interpreters	17
French Interpreters	17
Russian Interpreters	18
Spanish Interpreters	11
PUBLISHING SERVICE	
Office of the Chief	
Professional and above	1
General Service	3
Reproduction Service	
Chief	1
Professional	1
General Service	72
Printing Section	
Chief	1
General Service	5
Professional (including supervisors/administrators - costing and planning - and proofreaders)	12
Distribution section	
Chief	1
Professional	1
General Service	56
Total conference-servicing staff	712

III. UNITED NATIONS OFFICE AT VIENNA AND UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)

Joint conference services

A. Conference facilities and equipment

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Vienna International Centre			
1. Boardroom (present seating configuration)			8 languages
Representatives at table		55	
Alternates/advisers		102	
Observers at table		86	
Observers		54	
Rostrum		18	
Secretariat		24	
	Total	339	
or Boardroom (A2-021)			
Representatives at table		200	
Observers		24	
Rostrum		9	
Secretariat		33	
	Total	266	
or Boardroom (A2-026)			
Lecture arrangement		430	
Rostrum		7	
Secretariat		13	
	Total	450	
2. Conference Room I (present seating configuration)			8 languages
Representatives at table		125	
Observers		39	
Rostrum/Secretariat		18	
	Total	182	
or Conference Room I			
Lecture arrangement		300	
Rostrum		18	
	Total	318	

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
3.	Conference Room II (present seating configuration)		8 languages
	Representatives at table	64	
	Observers	35	
	Rostrum	7	
	Secretariat	4	
	Total	110	
or	Conference Room II (A2-020)		
	Representatives at table	134	
	Rostrum	8	
	Total	142	
4.	Conference Room III (present seating configuration)		8 languages
	Representatives at table	72	
	Alternates/advisers	72	
	Observers	52	
	Rostrum	7	
	Total	203	
5.	Conference Room VII (present seating configuration)		5 languages
	Representatives at table	24	
	Alternates/advisers	15	
	Observers	21	
	Rostrum	5	
	Secretariat	6	
	Total	71	
6.	2 Conference Rooms, 7th and 3rd floors, respectively		None
	Representatives at table	25	
	Observers	20	
	Total	45	

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
7.	2 Conference Rooms, 7th floor		None
	Representatives at table	20	
	Observers	10	
	Total	30	

Total: 5 rooms (832-1,184 seats) with simultaneous interpretation equipment and 4 rooms (150 seats) without simultaneous interpretation

Room		Capacity (No. of seats)	Capacity (lecture arrangement)	Simultaneous interpretation equipment
Austria Centre Vienna (no permanent seating configuration) a/				
1.	A+B+C	2 200	4 200	9 languages
or	A	1 500	3 000	9 languages
and	B	350	600	6 languages
and	C	350	600	6 languages
2.	D	800	1 400	6 languages
3.	E	600	1 000	6 languages
or	E 1	280	500	4 languages
and	E 2	280	500	5 languages
4.	F	600	1 000	6 languages
or	F 1	280	500	4 languages
and	F 2	280	500	5 languages
5.	G+H	250	450	6 languages
or	G	120	225	4 languages
and	H	120	225	4 languages
6.	I+K	250	450	6 languages
or	I	120	225	4 languages
and	K	120	225	4 languages
7.	L+M	140	250	4 languages
or	L	70	110	4 languages
and	M	70	140	4 languages
8.	N+O	140	250	4 languages
or	N	70	110	4 languages
and	O	70	140	4 languages

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a/ By note verbale dated 23 October 1985 the Federal Ministry for Foreign Affairs of Austria placed at the disposal of the international organizations based at the Vienna International Centre conference facilities at the Austrian Conference Centre free of charge for meetings that cannot be accommodated in the conference facilities of the Vienna International Centre. The offer superseded existing arrangements for the use of the Hofburg Congress Centre.

B. Number of permanent conference-servicing staff by category

	Posts
United Nations Office at Vienna	
Conference Services	
Meetings Planning and Interpretation Service	
Meetings Planning Section	
Chief	1
Professional	1
General Service	4
Interpretation Section	
Interpreters	
Arabic	4
Chinese	4
English	4
French	5
Russian	3
Spanish	3
General Service	2
United Nations Industrial Development Organization	
Languages and Documentation Division	
Office of the Director	
Professional and above	1
General Service	2
Translation Service	
Chief	1
General Service	3
Arabic Unit	
Chief	1
Translators/Revisers	6
Chinese Unit	
Chief	1
Translators/Revisers	5
English Unit	
Chief	1
Translators/Revisers	5

	Posts	
French Unit		
Chief	1	
Translators/Revisers	13	
Russian Unit		
Chief	1	
Translators/Revisers	8	
Spanish Unit		
Chief	1	
Translators/Revisers	12	
General Service	40	(28 UNIDO + 12 United Nations)
Reference Unit		
Chief	1	
Reference Clerks (General Service)	8	
Correspondence Unit		
General Service	3	
Editorial Control and Publications Section		
Chief	1	
English editors	8	
General Service	8	
Printing Unit		
Chief	1	
English copy preparers	2	
French copy preparers	2	
Spanish copy preparers	2	
General Service	10	
Documents Unit		
Supervisor (General Service)	1	
General Service	15	
Documents Control Unit		
Chief	1	
General Service	6	
Total conference-servicing staff	202	

IV. UNITED NATIONS OFFICE AT NAIROBI

Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 1		8 languages
Representatives at table	218	
Advisers	218	
Total	436	
Room 2		8 languages
Representatives at table	276	
Advisers	244	
Total	520	
Room 3		4 languages
Representatives at table	100	
Total	100	
Room 4		4 languages
Representatives at table	100	
Total	100	
Rooms 2, 3 and 4 combined		8 languages
Representatives at table	476	
Advisers	244	
Total	720	
Rooms 3 and 4 combined		8 languages
Representatives at table	200	
Total	200	
Room 5		None
Representatives at table	16	
Room 6		2 languages
Representatives at table	28	
Room 7		2 languages
Representatives at table	28	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 8		2 languages
Representatives at table	24	

Total: Seven rooms (1,252 seats) with simultaneous interpretation equipment and 1 room (16 seats) with no interpretation equipment.

V. ECONOMIC COMMISSION FOR AFRICA

A. Conference facilities and equipment (as at 1 June 1992)

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Plenary Hall		6 languages
Representatives at table	84	
Advisers	168	
Higher podium	13	
Lower podium	5	
Observers at sides	38	
Gallery	330	
Special gallery	34	
Total	672	
Committee Room No. 1	32-40	2 languages
Committee Rooms No. 2 and No. 3 combined	44-60	4 languages
Committee Rooms No. 4 and No. 5 combined	44-60	4 languages
Committee Room No. 6	32-40	3 languages
2 committee rooms	15-20	None

Total: Plenary Hall and four Committee Rooms (824-872 seats) with simultaneous interpretation equipment and two rooms (15 to 20 seats) each without simultaneous interpretation equipment.

B. Number of permanent conference staff by category

	Posts
Conference Services	
Chief of Section	1
Conference Affairs Officer	1
Secretary (GS)	1
Meeting Room Attendants (GS)	3
Interpretation	
No interpretation on the staffing table; provision has to be made for temporary assistance.	
Translation Services	
Chief	1
Translators:	
Arabic	4
English	3
French	7
Editorial Unit	
English	1
French	1
Typing Unit	
Supervisor (GS)	1
Assistant Supervisor (GS)	1
Typists	
Arabic	2
English	5
French	5
Proofreaders (GS)	
Arabic	2
English	2
French	2

	Posts
Documents and Publishing Unit	
Chief	1
Documents and Reproduction Officer (P)	1
Documents and Reproduction Unit	
Supervisor (GS)	1
Assistant Supervisor	1
Offset Supervisor	1
Senior Printing Assistant	1
Documents Assistants	2
Documents Clerks and others	5
Offset Pressmen	5
Machine Operators/Collators	9
Draftsman	1
Documents Control Unit	
Associate Officer (P)	1
General Service	2
Reference Unit	
Chief	1
Reference Assistant (GS)	3
Total conference-servicing staff	78

VI. ECONOMIC COMMISSION FOR EUROPE

The conference-servicing requirements of the Economic Commission for Europe are met by the common services of the United Nations Office at Geneva.

VII. ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room I	350	4 languages
Room II	280	4 languages
Small room (CLADES)	47	None
Small room (Executive office)	30	None
Amphitheatre	100	3 languages (available in May 1993)

Total: 3 rooms (730 seats) with simultaneous interpretation equipment and 2 rooms (77 seats) without simultaneous interpretation equipment.

B. Number of permanent conference-servicing staff by category

	Posts
Planning and Meetings Service	
General Service	4
Interpretation	
No interpretation on the staffing table; provision has to be made for temporary assistance	-
Languages, Documents and Publications Service	
Translators/Revisers	
English	5
Spanish	5
Typists	
English	7
French	2
Spanish	1
Reproduction/Distribution (General Service)	22
Total conference-servicing staff	46

VIII. ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

A. Conference facilities and equipment

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Conference Room 2			4 languages
Representatives at table		100	
Alternates		98	
	Total	198	
Conference Room 1 B			5 languages
Representatives at table		64	
Alternates		64	
Observers		26	
	Total	154	
Conference Room 1 A			None
Representatives at table		58	
Alternates		60	
Observers		31	
	Total	149	
Conference Room 1 C			None
Representatives at table		39	
Alternates		20	
	Total	59	
Conference Room 1 D			None
Representatives at table		36	
Observers		14	
	Total	50	

Total: 3 rooms (352 seats) with simultaneous interpretation equipment and 3 rooms (258 seats) without simultaneous interpretation equipment.

B. Number of permanent conference staff by category

	Posts
Language Section	
Section Chief	1
General Service	3
Chinese Unit	
Reviser/Chief of Unit	1
Translators/interpreters	6
General Service	4
English interpreter	1
French Unit	
Reviser/Chief of Unit	1
Translators/interpreters	7
General Service	1
Russian Unit	
Reviser/Chief of Unit	1
Translators/interpreters	5
General Service	4
Conference Services Unit	
Chief of Unit	1
Secretary/Conference Assistant	1
Meeting Arrangements	
Supervisor	1
Conference clerks	4
Draftsman (drawing name plates)	1
Sound technicians	3
Junior clerk/helper	2
Bilingual Typing Pool	
Supervisor (English Pool)	1
Assistant Supervisor	1
Senior Copy Holder	1
Senior Varitypists	2
Varitypist-cum-Copy Holder	1
Varitypists	6
Supervisor (French Pool)	1
Assistant Supervisor	1
Senior Sound Transcriber/Copy Holder	1
Sound Transcribers/Copy Holder	4

	Posts
Documents Reproduction and Printing	
Supervisor	1
Documents Clerks (distribution clerks, offset printers, plate-makers, book-binders, mimeograph operators, collators)	20
Total conference-servicing staff	88

IX. ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

A. Conference facilities and equipment

While the Government of Iraq is the present host of the Economic and Social Commission for Western Asia (ESCWA), the Government of Jordan has been hosting ESCWA on a temporary basis since August 1991. The conferences and meetings of the Commission have been convened in hotels in Amman or elsewhere in the region.

In its resolution 1993/3 of 2 February 1993 the Economic and Social Council requested the Executive Secretary of the Commission to take the necessary measures to study the requests submitted by the Government of Lebanon and the Government of Jordan, as well as any other request that may be received from any State member of the Commission regarding the transfer and hosting of the permanent headquarters of the Commission, and also requested the Executive Secretary to submit to the Commission at its special session a detailed report on the contacts he makes with regard to the Commission's permanent headquarters, containing an appraisal of the offers made in that respect.

In the same resolution the Council decided that a special session of the Commission shall be held in Beirut within one year of the date of the adoption of resolution 1993/3 to discuss the question of the permanent headquarters of the Commission.

B. Number of permanent conference-servicing staff by category

	Posts
Conference Services	
Chief	1
Secretary	1
Interpretation	-
No interpretation on the staffing table; provision has to be made for temporary assistance	
Translators/Revisers	
Arabic	6
English	2
Editors	
English	2
Administrative Officer	1
Supervisors	4
Conference Services Assistants	4
Bilingual Typists (Arabic/English)	4
Clerks	1
Reproduction equipment operators	7
Proofreaders	2
Draftsman	1
Total conference-servicing staff	36

X. INTERNATIONAL CIVIL AVIATION ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Assembly Hall (Conference rooms 1 and 2 combined)		6 languages
Head table	17	
Representatives at table	252	
Advisers	252	
Observers	86 (balcony 66; back row 20)	
Total	607	
Conference room 1		6 languages
Head table	5	
Representatives at table	126	
Advisers	126	
Observers	43 (balcony 33; back row 10)	
Total	300	
Conference room 2		6 languages
Head table	5	
Representatives at table	126	
Advisers	126	
Observers	43 (balcony 33; back row 10)	
Total	300	
Conference room 3		6 languages
Head table	9	
Representatives at table	58	
Total	67	
Conference room 4		None
Head table	9	
Representatives at table	60	
Total	69	

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Conference Hall (Conference rooms 3 and 4 combined)			6 languages
Head table		5	
Representatives at table		130	
	Total	135	
Conference room 5			5 languages
Head table		9	
Representatives at table		54	
	Total	63	
Conference room 6			5 languages
Head table		9	
Representatives at table		56	
	Total	65	
Council Chamber			6 languages
Inner table		43	
Outer tables (4)		16	
Advisers		36	
Observers		22	
	Total	117	
Air Navigation Commission Chamber			5 languages
Inner table		29	
Outer table		28	
	Total	57	
Conference room 7			None
Representatives at table		20 (+4)	
Advisers		10	
	Total	30 (+4)	

Total: 7 rooms (1,135 seats) with simultaneous interpretation and 2 rooms (30 seats) without simultaneous interpretation (CR 7 and CR 4)

B. Number of permanent conference staff by category

	Posts
Language Services	
Supervisory and other	15
Chiefs of Section	
Arabic	1
English	1
French	1
Russian	1
Spanish	1
Interpretation	1
Terminology and Reference	1
Interpreters/translators	
English	5
French	5
Russian	7
Spanish	5
Translators	
Arabic	1
French	7
Russian	7
Spanish	5
Revisers	
Arabic	2
English	2
French	5
Russian	4
Spanish	4
Text processing operators	
Arabic	3
English	1
French	9
Russian	9
Spanish	9
Proofreaders	
Arabic	2
English	1
French	2
Russian	1
Spanish	2
Photo/Typesetting	6

	Posts
Reproduction Services	
Supervisory and other	1
Printing operators	13
Photo operators	4
Assemblers	11
Distribution Services	
Supervisory and other	7
Distribution clerks	7
Addressograph clerk	1
Shipping clerks	1
Sales Systems Operators	3
In addition, the following are wholly or primarily involved in providing support to conference activities:	
Conference and General Services	2
Précis-writers	2
Transcription typists	2
Documents Control Unit	4
Sound technicians	3
Total conference-servicing staff	187

XI. INTERNATIONAL LABOUR ORGANISATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Governing Body room		
Podium	23	8 booths
Representatives at table	358	
Gallery	71	
Room I		
Representatives at table	36	4 booths
Room II		
Podium	19	8 booths
Representatives at table	147	
Room III		
Podium	5	8 booths
Representatives at table	60	
Room IV		
Podium	5	8 booths
Representatives at table	60	
Room V		
Podium	15	8 booths
Representatives at table	123	
Room VI		
Representatives at table	32	5 booths
Room VII		
Representatives at table	45	6 booths
Room IX		
Podium	11	7 booths
Representatives at table	107	
Gallery	27	
Room X		
Representatives at table	41	1 booth
Room XI		
Podium	7	6 booths
Representatives at table	92	

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room XII		
Representatives at table	32	None
Projection room	301	None

Total: 11 rooms (1,101 seats) with simultaneous interpretation and
2 rooms (333 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

	Posts
Interpretation	
Chief Interpreter	1
Interpreters	3
General Service	5
Total conference-servicing staff	9

XII. INTERNATIONAL MARITIME ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Main Conference Room		10 languages
Podium	9	
Advisers at podium	12	
Representatives at table	254	
Advisers at table	254	
Observers undergallery	120	
Press/Observers' gallery	100	
Total	749	
Meeting Room 1		6 languages
Podium	7	
Advisers at podium	12	
Representatives at table	150	
Advisers at table	150	
Précis-writers	3	
Total	322	
Meeting Room 2		6 languages
Podium	7	
Advisers at podium	12	
Representatives at table	170	
Total	189	
Meeting rooms 3 and 4 (each)		6 languages
Podium	5	
Representatives at table	45 x 2	
Total	95	
Rooms 141, 144 and 147 (each)		None
Round Table	30 x 3	
Total	90	

Grand total: 5 rooms (1,355 seats) with simultaneous interpretation and 3 rooms (90 seats) without simultaneous interpretation

B. Number of permanent staff by category

There are no permanent interpreters at IMO.

	Posts
Revisers	
Arabic	1
Chinese	1
English	1
French	3
Spanish	2
Russian	1
Translators/Revisers	
Chinese	1
French	7
Spanish	6
Russian	2
Translators	
Arabic	1
French	2
Spanish	5
Russian	1
Word Processor Operators	
Arabic	2
Chinese	2
English	6
French	9
Spanish	10
Russian	4
Printing Section	18
Documents Section	11
Conference Section	5
Total conference-servicing staff	101

XIII. INTERNATIONAL MONETARY FUND

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Board Room		
Representatives at table	30	6 booths;
Additional seating	85	8 channels plus
Total	115	floor
Meeting Hall (can be divided in half to form 2 smaller rooms)		
Conference seating with microphones	45	8 booths; 8 channels plus floor
Conference seating without microphones	25	
Additional seating	250	
Total	320	
Conference Room 2-530		
Representatives at table	26	3 booths;
Additional seating without microphones	45	3 channels plus
Total	71	floor
4 IMF Institute lecture rooms		3 rooms with 2 booths equipped for 2 channels plus floor; 1 room with 3 booths equipped for 3 channels plus floor
Total	184	

Total: 7 rooms (690 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

	Posts
Audio-Visual Services	
Chief	1
Technicians	2
Assistant	1
Bureau of Language Services	
Interpreters/translators	13

Supporting services, such as interpreters, translators, typists and reproduction and distribution staff, are staffed to serve requirements of the Fund.

XIV. INTERNATIONAL TELECOMMUNICATION UNION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room A		6 languages
At table	82	
Podium	5	
Seats with headsets	12	
Total	99	
Room B		10 languages
At table	248	
Podium	14	
Seats with headsets	60	
Total	322	

Room B can be divided into two rooms with the following facilities:

Room B1		5 languages
At table	124	
Podium	6	
Seats with headsets	30	
Total	160	
Room B2		5 languages
At table	124	
Podium	6	
Seats with headsets	30	
Total	160	
Room C		11 languages
At table	216	
Podium	11	
Seats with headsets	18	
Total	245	

Room C can be divided into two rooms with the following facilities:

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Room C1			6 languages
At table		108	
Podium		10	
Seats with headsets		9	
	Total	127	
Room C2			6 languages
At table		108	
Podium		10	
Seats with headsets		9	
	Total	127	
Room T3			4 languages
At table (round table)		21	
Seats without microphones and headsets		10	
	Total	31	
Room T1			None
At table		14	
Room D			None
At table		12	
Room E			None
At table (with microphones)		30	
Room F			None
At table		18	
Office 134			None
At table		10	

Grand total: 8 rooms (697 seats) with simultaneous interpretation and
5 rooms (84 seats) without simultaneous interpretation.

B. Number of permanent conference staff by category

	Posts
Conference Service	
Chief	1
General Service	1
Material Organization	
General Service	2
Documents Control	
General Service	2
Total conference-servicing staff	6

XV. UNITED NATIONS CHILDREN'S FUND

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Labouisse Hall - B1		
Seating theatre-style	250	2 languages
Observers	50	
	300	

Total: 1 room (300 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

There are no permanent interpreters and no permanent conference-servicing staff at UNICEF.

XVI. UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room I	1 368	7 languages
Room II	460	6 languages
Room III	61	None
Room IV	358	6 languages
Room V	40	None
Room VI	56	6 languages
Room VII	41	2 languages
Room VIII	45	6 languages
Room VIII bis	30	None
Room IX	96	5 languages
Room X	267	6 languages
Room X bis	41	6 languages
Room XI	272	6 languages
Room XII	428	6 languages
Room XIII	82	6 languages
Room XIV	54	3 languages
Room XV	36	None
Room XVI	51	3 languages

Total: 14 rooms (3,619 seats) with simultaneous interpretation and
4 rooms (167 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

	Posts	
Conference Division		
Professional	4	
Interpretation Section		
Chief of Section	1	
Interpreters	6	
General Service	2	
Translation		
Chiefs of Sections	6	
Revisers		
Arabic	4	
Chinese	2	
English	3	
French	5	
Russian	4	
Spanish	3	
Translators		
Arabic	8	
Chinese	6	
English	6	
French	7	
Russian	5	
Spanish	5	
Clerks	6	
Typists		
Audio-typists	14	
Chinese	0	
Composition typists/Word-processing operators	50	(including 6 Chiefs of Unit)
Photocomposition operators	6	(including 1 Supervisor)
Technical preparer	1	
Reproduction/Distribution		
Production staff	5	
Draftsmen	6	(including Chief of Unit)
Printing and binding	26	
Photo laboratory	11	
Total conference-servicing staff	202	

The posts above do not include supervisory staff, secretaries, Documents Control and Terminology, Documentation and Reference Section staff of the Translation and Records Division.

All the permanent translation, typing and reproduction/distribution staff are also employed throughout the year on the regular programme work, publications and periodicals of the organization.

XVII. UNITED NATIONS UNIVERSITY

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Main Conference Room		
Rostrum	10	8 booths
Representatives at table	304	
Observers (Gallery)	60	
Medium Conference Room		
Representatives at table	80	8 booths
Committee Room No. 1 (Facilities will be available only after the completion of installation work in March 1993)	20	4 booths
Committee Room No. 2	35	None
Committee Room No. 3 (Committee Rooms No. 2 and No. 3 can be joined to form one large lecture room when required by removing the partition dividing the two rooms)	35	None

Total: 3 rooms (464 seats) with simultaneous interpretation and
2 rooms (70 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

The University does not at present have on board regular conference-servicing staff. However, whenever UNU meetings are held, staff members dealing with those meetings usually provide assistance in addition to performing their routine work. In the case of United Nations-sponsored conferences convened in UNU conference premises, such supporting services as interpreters, typists, reproduction, distribution and receptionists can be arranged locally, as required.

XVIII. UNIVERSAL POSTAL UNION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Large conference room		8 languages
Rostrum	11	
Representatives at table	160	
Gallery	40	
Total	211	
Small conference room		5 languages
Rostrum	10	
Representatives at table	96	
Total	106	

Total: 2 rooms (318 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

UPU has no permanent conference-servicing staff.

XIX. WORLD BANK

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Washington headquarters		
Eugene Black Auditorium (variable seating) (under construction; estimated completion by 1996)	(500 planned)	6 languages
H Building Auditorium (variable seating)	200 to 330	6 languages
Room JB 1080 (variable seating)	150 to 200	5 languages
Board Room (A-1100) (fixed seating) (will be replaced by 1996)	115 (134 planned)	3 languages
Room C-1006 (demolished) (will be replaced by 1996)	(80 planned)	2 languages
Room E-1244 (fixed seating) (to be demolished in March 1993 and replaced in 1996)	107	3 languages
Room H-2300 (fixed seating)	64	None
Room H 1-200 (fixed seating)	82	1 language
Room J 1-050 (fixed seating)	67	None
Room JB 1-075 (fixed seating)	38	None
Economic Development Institute		
Room M-1050 (fixed seating)	30	1 language
Room 2050 (fixed seating)	20	None
Paris office		
Room A (fixed seating)	105	5 languages
Room B (fixed seating)	40	2 languages

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room C (fixed seating)	20	2 languages

Total Washington: 6 rooms (8 rooms by 1996, 684-864 seats) with simultaneous interpretation and
4 rooms (189 seats) without simultaneous interpretation
Paris: 3 rooms (165 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

	Posts
Chief, Conference Services Section	1
Conference Services assistant	1
Supervisor, Audio/Visual Unit	1
Audio/Visual technicians	6
Room set-up (contract staff,	2
Permanent, full-time interpreters	2

(The Interpretation Section at the World Bank is currently composed of two people. The Chief Interpreter interprets into English, French, Spanish and Portuguese. The single staff interpreter interprets into English and French. Two further positions remain vacant at this time.)

The European (Paris) office has one permanent conference officer	1
Total conference-servicing staff	14

XX. WORLD HEALTH ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Executive Board Room		7 languages
At tables	36	
Advisers	72	
Periphery	212	
Gallery	106	
Total	426	
Rooms A and C		6 languages
At tables	57	
Periphery	40	
Total	97 x 2	
	194	
Rooms B and D		6 languages
At tables	45	
Periphery	31	
Total	76 x 2	
	152	
Room E.110 (at tables)	24	None
Periphery	8	
Total	32	
Room X.7 and X.10 (at tables)	14	
Periphery	8	
Total	22 x 2	
	44	
Room V.22 (at tables)	14	
Periphery	8	
Total	22	

Room		Capacity (No. of seats)	Simultaneous interpretation equipment
Rooms L.10, L.14 and L.18 (at tables)		14	
Periphery		12	
	Total	26 x 3	
		78	
Room F		20	
Periphery		6	
	Total	26	
Room G		32	
Periphery		14	
	Total	46	
Rooms M.105, 205, 305, 405, 505, 605			
	(at tables)	24	
	(periphery)	16	
	Total	40 x 6	
		240	

Total: 5 rooms (772 seats) with simultaneous interpretation and
15 rooms (488 seats) without simultaneous interpretation

Grand total: 20 rooms with 1,260 seats

B. Number of permanent conference staff by category

	Posts
Interpreters	2
Translators/Revisers	
Arabic	3
Chinese	2
English	3
French	10
Russian	2
Spanish	2
Translators	
Chinese	2
French	3
Russian	1
Editors	
French	3
Spanish	1
English	3
Reproduction	15
Distribution	21
Permanent establishment assigned to service the World Health Assembly (2-3 weeks) and the Executive Board (2-3 weeks): Translators and revisers as listed above	—
Total conference-servicing staff	73

XXI. WORLD INTELLECTUAL PROPERTY ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room A	270	4 languages
Room B	83	3 languages
Room D	23	None
Room B.1.15	18	None

Total: 2 rooms (353 seats) with a simultaneous interpretation and
2 rooms (41 seats) without simultaneous interpretation

B. Number of permanent conference staff by category

There is no staff handling only conference services at WIPO. The staff of the Buildings Section, Conference, Communications and Procurement Section, Meetings and Documents Service, Language Division, as well as staff in other units responsible for the secretariat of a meeting in execution of the programme, provide clerical, secretarial and even translation services. Free-lance interpreters are engaged when needed for meetings.

XXII. WORLD METEOROLOGICAL ORGANIZATION

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Room 1 (Sir Arthur Davies Hall)		6 channels
Representatives at table	114	23 microphones
Gallery	24	
Room 2		None
Representatives at table	23	
Room 3		None
Representatives at table	12	

Total: 1 room (138 seats) with simultaneous interpretation and
2 rooms (35 seats) without simultaneous interpretation

WMO is not in a position to host and provide adequate facilities and offices (translation, reproduction etc.) to meetings outside the normal activities of WMO. The rooms are available for lease only at periods during which WMO has no meetings of its own.

B. Number of permanent conference staff by category

	Posts
Conference branch	2
Interpreters/Translators	
French	1
Russian	2
Spanish	1
(also used for day-to-day translation at periods when no meetings are held)	
No other permanent conference staff. Supporting services such as translators, typists, reproduction and distribution staff of the permanent establishment of the WMO Secretariat service meetings of constituent bodies in addition to their ordinary duties with the help of free-lance staff as and when necessary.	-
Total conference-servicing staff	6

XXIII. INTERNATIONAL RESEARCH AND TRAINING INSTITUTE FOR THE ADVANCEMENT OF WOMEN

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Plenary hall		
Podium	8	3 languages
Advisers	7	
Delegates at table	33	
Advisers	33	

Total: 1 room (81 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

There are no permanent interpreters on the INSTRAW staff. The five interpreters (English/French/Spanish) available in the Dominican Republic are hired under short-term contracts to service scheduled meetings. One conference assistant (General Service staff) is available, as required.

XXIV. INTERNATIONAL ATOMIC ENERGY AGENCY

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Boardroom, 4th floor		8 languages
Board arrangement	250	
Lecture arrangement	321	
Theatre arrangement	399	
Room I		8 languages
Lecture arrangement	181	
Theatre arrangement	298	
Room IV		5 languages
U-shape	74	
Room V		5 languages
U-shape	66	
Room VI		5 languages
U-shape	62	
Room A7		4 languages
U-shape	25	
Room A19		4 languages
U-shape	27	
Room A27		4 languages
U-shape	27	

Total: 8 rooms (712-978 seats) with simultaneous interpretation

B. Number of permanent conference staff by category

	Posts
Conference Services	
Professional	3
General Service	9

	Posts
Translation Service	
Direction and Coordination Office	
Professional	1
General Service	6
Arabic	
Professional	5
General Service	5
Chinese	
Professional	5
General Service	4
English	
Professional	9
General Service	7
French	
Professional	9
General Service	8
Russian	
Professional	9
General Service	8
Spanish	
Professional	9
General Service	8
Terminology/Reference Unit	
Professional	1
General Service	1
Documents Control	
Professional	1
General Service	8
Reproduction	
General Service	47
Distribution	
General Service	12
Total conference-servicing staff	163

XXV. GENERAL AGREEMENT ON TARIFFS AND TRADE (GATT)

A. Conference facilities and equipment

Room	Capacity (No. of seats)	Simultaneous interpretation equipment
Centre William Rappard, Geneva		
Room A	46	None
Room B	54	2 languages
Room C	24	None
Room D	151	5 languages
Room E	111	3 languages
Room F	37	3 languages
Room CR	264	5 languages
Room 64	28	None

B. Number of permanent conference staff by category

	Posts
Conference Office	
Senior conference officer	1
Conference officer	1
Interpretation Unit	
Chief Interpreter (English/Spanish)	1
Senior interpreter (French/Spanish)	1
Interpreters (English/French)	3
Interpreter (English/Spanish)	1
Finance and General Services Division	
Technical Services and Buildings Section	
Technicians/operators	3
Security Unit	
Conference ushers	2

	Posts
Translation and Documentation Division	
Documents Control Section	
Head, Documents Control Section	1
Administrative Assistant	1
Documents Clerk	2
Text-Processing Section	
Administrative Assistant	1
Controller - English (plus operators, etc.)	4
Controller - French (" " ")	13
Controller - Spanish (" " ")	9
Documents Reproduction and Distribution Section	
Chief of Section	1
Administrative Assistant	1
Operators and clerks	14
Translation Services	
Chief of French Section	1
French revisers/translators	6
French translators	3
Chief of Spanish Section	1
Spanish revisers/translators	7
Spanish translators	1
Chief of English Section	1
Reference and Indexing clerks	3
Total conference-servicing staff	83